

OP-22.13, "Inmate Grooming Standards," November 1, 2006

SCDC POLICY/PROCEDURE

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NUMBER: OP-22.13

TITLE: INMATE GROOMING STANDARDS

ISSUE DATE: November 1, 2006

RESPONSIBLE AUTHORITY: DIVISION OF OPERATIONS

OPERATIONS MANUAL: OPERATIONS

SUPERSEDES: OP-22.13 (October 1, 2004)

RELEVANT SCDC FORMS/SUPPLIES: NONE

ACA/CAC STANDARDS: , 4-ACRS-1A-12, 4-ACRS-4B-04, 4-4138, 4-4139, 4-4283,4-4341, 4-4342

STATE/FEDERAL STATUTES: NONE

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PURPOSE: To establish personal grooming standards for inmates assigned to the custody of the South Carolina Department of Corrections (SCDC).

POLICY STATEMENT: In order to promote safety, security, and sanitation within the SCDC and to facilitate the identification of inmates, the SCDC will establish and strictly enforce standards of personal grooming for all inmates. The Division Director of Operations/Designee will be responsible for establishing personal grooming standards for all inmates and for submitting them to the Agency Director for approval prior to their implementation. Inmate grooming standards will be applicable to all inmates assigned to the custody of the Department of Corrections. All SCDC employees are responsible for enforcing inmate grooming standards. Inmates who fail to comply with established personal grooming standards may be subject to reclassification and reassigned to more restrictive housing in order to promote the safety and

security of the Agency. The Agency Director reserves the right to modify personal grooming standards at any time to enhance the safety, security, and sanitation requirements of the SCDC and/or to facilitate the identification of inmates. (4-4283)

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SPECIFIC PROCEDURES:

1. INMATE GROOMING STANDARDS: The following personal grooming standards will be strictly enforced throughout the Agency for all inmates housed at any SCDC institution:

1.1 Male Inmates: All male inmates hair must be neatly cut (not to exceed one [1"] inch in length) and must remain above the shirt collar and above the ear (not touching the ear). (See attached Illustration A.) Braids, plaits, Afros, blow-outs, Mohawks, etching of designs or patterns, or other extreme styles are not allowed.

Inmates must be clean shaven and no inmate will be permitted to wear a beard, sideburns, goatee, etc. A mustache is authorized; however, it must be neatly trimmed and must not extend beyond the corner of the mouth or extend over the lip. "No shave" passes are not authorized. During institutional orientation, inmates will be provided with information on how to properly shave.

1.2 Female Inmates: No female inmate will have an extreme haircut/styles to include Mohawks, rat tailed styles, shaved or partially shaved heads, or etched designs/patterns. Hair should be at least one (1) inch long. Bobbed or under-cut styles should be no higher than one (1) inch of being shaved. Hair may be neatly braided (corn-rowed) straight back only, without designs. Plaits/individual braids (not dreadlocks or twist) may be worn. Small plaits must be braided to the end with no loose hair at the end of the braid. Short afros, blown-outs/naturals, three (3) inches or less may be worn. Hair must be neat and well groomed when leaving living areas. Female inmates will have access to the hair care provider every 30 to 45 days. Inmates in female institutions will not be allowed to have excessive facial hair in the mustache/beard area.

1.3 All inmates fingernails will be neatly trimmed. Fingernails will not extend more than one-eighth of an inch past the tip of the finger or thumb.

1.4 Inmates will be expected to maintain standards of cleanliness and personal hygiene so as not to create a health or safety hazard to themselves or others. Inmates will be provided with adequate access to showering facilities and to personal grooming supplies (i.e., soap, shampoo, etc.) that, at a minimum, are in compliance with American Correctional Association Standards. In addition, the SCDC will operate a system of barbering/haircare shops at each SCDC institution. The Warden will ensure that all inmates are afforded sufficient access to barbering/haircare services in order to comply with these grooming standards. (4-

1.5 Inmates will be prohibited from piercing/attempting to pierce or tattooing any part of their body. Any inmate violating this restriction will be charged with "Mutilation" in accordance with SCDC Policy/Procedure OP-22.14, "Inmate Disciplinary System." (NOTE: Inmates may not insert sticks, straws, or any other objects in formerly pierced parts in order to avoid closure of holes.)

2. STANDARDS FOR INMATE UNIFORMS:

2.1 Inmate uniforms must fit properly and must be neat and clean at all times. Inmates must wear their shirts tucked in (unless pregnant, working in food service, or authorized by the Warden and approved by the Division Director of Operations/Designee). Caps must be worn with the peak to the front.

2.2 Inmates will not alter their uniforms in any way (e.g., no hems, no cuffs on pants, no creases on uniforms, no blousing of pants in boots, no wearing one [1] leg of the pants up, etc.). Inmates will not write or draw on the uniforms. Institutional commissary managers may alter the uniform as authorized by the Division of Support Services due to inability to properly fit the inmate.

2.3 Inmates must be fully dressed in the uniform when out of their dorm, except when participating in recreation in institutions without air conditioned recreational facilities, or when approved by their supervisor at work sites on SCDC property (when shorts and T-shirts, etc. are permitted). Shorts may not be worn under the uniform, however thermal shirts may be worn under the uniform.

2.4 Inmates who are to wear pink jumpsuits due to disciplinary action, will do so as outlined in Agency Policy OP-22.14, "Inmate Disciplinary Policy".

2.5 Authorized shorts may not be worn to work (other than described above) or during visitation or while participating in any program services.

2.6 Inmates must wear appropriate footwear for work assignments. Shoe laces must be tied.

2.7 All inmates will wear their ID card in the clip-on plastic ID card holder on their left collar of the outermost garment (normally uniform or jacket) with the ID card visible and the picture facing outward at all times except when sleeping or disrobed for showering or shaving. Institutions may place adhesive identification stickers on the front of the card for purposes of institutional identification related to inmate movement restrictions and/or housing/program assignments. However, no such stickers may be placed on the card in such a manner that would cover the picture or name of the inmate. The inmate will not attach/adhere anything else to the ID card.

3. ENFORCEMENT OF INMATE GROOMING STANDARDS:

3.1 The Warden and/or designee(s) will be responsible for ensuring that the inmate grooming standards set forth by the Agency are strictly enforced and will order inmates to comply with these standards whenever

any deviation from the same is observed.

3.2 The SCDC will make individual exceptions to certain personal grooming standards only if compliance with the same would aggravate an inmates certified medical condition.

3.3 Inmates Who Refuse to Comply with Inmate Grooming Standards: Inmates who refuse to comply with the inmate grooming standards specified in this policy will be charged with "Refusing or Failing to Obey Orders" and will be subject to the penalties outlined SCDC Policy/Procedure OP-22.14, "Inmate Disciplinary System." Inmates will not be allowed to grow or style their hair in any manner other than that authorized in this policy. Inmates may be given forced haircuts or shaves by security staff only if they refuse to comply with the haircut and shave policy. Forced haircuts or shaves are considered a use of force and should be videotaped pursuant to SCDC Policy/Procedure OP-22.01, "Use of Force." Inmates who chronically refuse to comply with inmate grooming standards will be subject to more restrictive housing pursuant to SCDC Policy/Procedure OP-21.04, "Inmate Classification Plan," in order to uphold the security, safety, sanitation, and identification requirements of the Agency.

3.4 Inmates not in compliance with the Inmate Grooming Standards are not allowed general visitation privileges unless authorized by the Warden, Division Director of Operations, or the Agency Director.

3.5 Activity deemed to threaten or disrupt security operations as related to the feeding process in the general population may result in the voluntary forfeiture of the current meal. This activity includes, but is not limited to, failure to comply with grooming standards, no ID card, inappropriate behavior going to/while in the cafeteria, etc.(This section was added by Change 1, dated January 25, 2010.)

SIGNATURE ON FILE

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Jon E. Ozmint, Director

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Illustration A